#2004-85

CS-376 REV(11/01)

| osition                           | TITLE OF POSITION: Data Control Clerk  | CLASSIFICATION CODE:                                | 02702000  |
|-----------------------------------|--|---|---|
|                                   | SALARY RANGE: 315, \$27542 - 29964   | REFERENCE POSITION I                                | NO.: 2458-10000-146                                   |
|                                   | Department or Agency Name <u>Administration</u>  | APPLICATION PERIOD:                                 | 9/13/04 - 9/20/04                                     |
| Ĩ.                                | Division/Section/Unit Taxation / Child Support Enforcement   |   |   |
| ō                                 | Assignment(s) / Comments   |   |   |
| Description of Position           | Shift and Days: 1st ( Monday - Friday )  | _ Job Location:7                                    | 7 Dorrance Street, Providence, RI 02903               |
|                                   | Restrictions/Limitations: LTPS 2/19/05   |   |   |
|                                   | Position Covered By Collective Bargaining Union Agreement  | Yes Yes   | C No  |
| Sec                               | Name of Bargaining Unit Union: Council 94 - Local 2448   |   |   |
| _                                 | There is * is notX_ a Civil Service List for this position   |   | /B or Both for Specific Instructions                  |
|                                   | * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.   |   |   |
|                                   | INSTRUCTIONS:  | haing accepted for the position(s) is               | ndicated. If you are currently in this placeification |
|                                   | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or |   |   |
| General Information to Candidate  | within a cover letter, both the File Position Title and Number.  |   |   |
|                                   | Most Important - Please include the following information:   |   |   |
|                                   | The title of the position for which you are applying   | Name of department where you are currently employed |   |
|                                   | Title of your present position and date you entered it   | Your business telephone number                      |   |
|                                   | Date you entered State service     Present Union Affiliations  |   |   |
|                                   | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.  |   |   |
|                                   | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:   |   |   |
| Ë                                 | If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information   |   |   |
| يّ                                | requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If   |   |   |
| Ξ                                 | an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.  |   |   |
| neral                             | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS  |   |   |
|                                   | •  |   |   |
| 9                                 | Reasonable Accommodations:  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE.  |   |   |
| _                                 | ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.   |   |   |
|                                   | Medical Information:   | ·   |   |
|                                   | Any medical exams required for this position will be performed after a co  | anditional offer of ampleyment has h                | accommade in accordance with the                      |
|                                   | Rules/Regulations of the Americans with Disabilities Act (ADA).  | oriditional offer of employment has t               | reen made in accordance with the                      |
|                                   | DUTIES / RESPONSIBILITIES:   |   |   |
| nt of Duties                      | To enter, monitor and control both the input and output of   | f data through several media                        | a including data entry devices or on-line             |
|                                   | terminals for the creation, maintenance and report generation of a variety of computerized systems; as required, to perform  |   |   |
| ũ                                 | minor programming tasks such as writing report generators; involves supervision of clerical support staff; and to do related   |   |   |
| t o                               | work as required.  |   |   |
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| •ర                                | EDUCATION / EXPERIENCE / SPECIAL REQUIRE   | MENTS:  |   |
| o                                 | (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)   |   |   |
| Minimum Education &<br>Experience | Education: Such as may have been gained through: graduation from a high school or from a computer-related technical  |   |   |
|                                   | school; and <b>Experience</b> : Such as may have been gained through: employment in a capacity involving the operation of data   |   |   |
| ğ iz                              | entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs. Or, any   |   |   |
| ΕĜ                                | combination of education and experience that shall be substantially equivalent to the above education and experience.  |   |   |
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| Where to<br>Apply                 | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14  |   |   |
|                                   | application or bid. This Office does not assume responsibility for applications sent through the mail.  Send Resume or CS-14 Application to:   |   |   |
|                                   | Charles Anthony  | Telephone #: 222                                    | 2-2302  |
|                                   | Child Support Enforcement  | -   | 2-2887  |
|                                   | 77 Dorrance Street   | TTY/TDD #: 7-1                                      |   |
|                                   | Providence, RI 02903   | (Telecommunication Device fo                        | r the Deaf)   |
|                                   | 4  |   |   |